

TAB

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RECORDS SERVICES DIVISION

Plans, develops, and directs an Agency-wide Records Management Program encouraging the creation of records and their administration, organization, and use in the conduct of Agency business. Develops, preserves, destruction, or other disposition of those records not currently required or seldom used.

1 FEBRUARY 1974

FORMS MANAGEMENT BRANCH

Develops, installs, coordinates and has technical cognizance over Forms Management Program.

Establishes and maintains Agency forms, including design, typography, printing and packaging standards and specifications.

Develops and maintains forms for forms utilization, approval, classification, revision, control, dictated, developed, and supplied.

Develops, installs, and disseminates directives, instructional, and training media and provides instructional guidance, indoctrination and technical training of programming, functional analysis, design, preparation, research, administrative procedures, etc.

Standardizes and approves forms equipment and supplies for domestic and overseas use.

Determines essential and finally approves or disapproves forms for new or revised forms, classifying, consolidating, streamlining, and simplifying forms, affecting economies in all respects and administrative economies through the use of existing forms, affecting complete coordination between forms and other Agency programs.

Prepares preliminary and final-type copy, develops preparation and revision requirements for initial distribution, and approves.

Determines applicability of forms of other government agencies.

Publishes numerical, alphabetical, and functional indexes and provides references and technical consultation.

Imports, advises, and consults with field and liaison offices on planning, operation, and technical phases of the program.

Studies functional groups of forms to eliminate, consolidate, standardize, simplify, and improve existing forms and procedures.

Conducts special studies and research projects on form problems and their solutions to improve management and use; provides information for top management to meet other governmental and congressional requirements.

Maintains governmental-wide liaison, particularly with the Office of Management and Budget, the Comptroller General, and the Department of Defense.

Represents the Agency on intra-governmental boards and committees, and provides liaison with other government agencies to effect wider standardization of forms and procedures.

Maintains liaison with civilian industry relative to the design, production, and utilization of forms in accordance with standards and practices equal to keep abreast of recent technical developments, and to avoid establishment of restrictive specifications.

REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Formulates general policies, procedures and standards for decentralized Reports and Correspondence Management Program.

Develops and assists in installing programs for the use of reports.

Develops written guides and program publicity for the continuing operation of area programs.

Provides technical material designed to supplement written guides.

Provides continuing technical assistance to Area Records Officers and other operating offices.

Evaluates programs; reports progress to higher authority.

Provides inter- and intra-Agency liaison on Reports and Correspondence Management matters.

Develops and administers the Agency's Correspondence Management Program designed to eliminate and prevent unnecessary correspondence and to improve reporting systems and the content of correspondence.

Conducts analyses of records and reporting systems to determine the need for and to coordinate such studies involving the use or use of office equipment, coordinates or assists in the development of standards and reporting requirements of Agency-wide significance.

Develops and maintains a continuing Correspondence Management Program designed to eliminate and prevent unnecessary correspondence and improving the use and handling of correspondence and adequacy of documentation.

Establishes and style standards for the preparation and handling of correspondence and develops written guides for their Agency-wide use.

Develops form and pattern letters, pattern paragraphs, correspondences and other labor saving correspondence devices and provides written guides for their use.

RECORDS STOREY BRANCH

Develops, coordinates, and has technical cognizance over mail and file practices, record systems, and procedures to insure that records provide adequate documentation of the Agency's functions, policies, decisions, procedures, and actions.

Develops written guides and program publicity for the continuing operation of area programs.

Provides technical material designed to supplement written guides.

Provides continuing technical assistance to Area Records Officers and other operating offices.

Evaluates programs; reports progress to higher authority.

Provides inter- and intra-Agency liaison on Reports and Correspondence Management matters.

Develops and administers the Agency's Correspondence Management Program designed to eliminate and prevent unnecessary correspondence and to improve reporting systems and the content of correspondence.

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RECORDS DISPOSITION BRANCH

Establishes standards for the development of an Agency records scheduling program, including: Inventory and appraisal, records control, including records disposal schedules, and obtaining Comptroller General's approval.

Trains Area Records Officers in the techniques of records scheduling.

Assists Area Records Officers in developing and implementing their scheduling programs.

Develops and maintains a continuing records scheduling program in those offices that do not have full-time records officers.

Conducts surveys to determine the effectiveness of scheduling programs in the elimination or removal of records.

Initiates liaison with the General Services Administration on all matters pertaining to the disposal of records.

Develops, in coordination with the Records Center, procedures for the transfer and servicing of records.

Develops, in coordination with the Records Center, procedures for the disposal of records.

Develops, installs, and coordinates an effective equipment control system, including determining the need for and the selection of office equipment, and provides for its use.

Establishes and maintains a continuing program for establishing utilization, replacement and disposal standards.

Reviews and approves all proposed interfiling projects, and, where feasible, approves all requests for filing equipment, including the use of film and microfilm, and provides technical assistance for the use of such equipment and technical supervision where needed for the use of such equipment.

Develops, installs, and maintains a perpetual inventory of all equipment, and maintains a perpetual inventory of all equipment utilized.

RECORDS CENTER BRANCH

Plans, develops, and directs the Records Center operations to meet the needs of operating offices and the Agency's Records Management Program.

Provides technical assistance to the Agency records from operating offices to the Center.

Assists Area Records Officers in the development and implementation of the Agency's concurrent records program and provides reference material.

Physically disposes of those records in custody of the Center, and provides for their retention.

Preserves records worthy of permanent or long-term retention.

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